

Trout Creek Academy

PTO Executive Committee Meeting Minutes

Date/Time: 8/28/2024, 7:40PM|**Meeting Called to Order By:** Melissa Homan

In Attendance

EXECUTIVE COMMITTEE MEMBERS: Melissa Homan (President), Vanja Trivuncic (VP Elementary School), Chris Farlow (VP Middle School), Anna Montauredes (Secretary), Heather Loffredo (Treasurer), Becky Spielmaker (Fundraiser), Renee Vitulli (Volunteer Coordinator), Michael Rabon (Membership), Gui Versiani (Communications – social media), Anastascia Parasiris (Communications – email); BY PHONE - Krista Sabin (Communications – website)

ABSENT: Sandra Schwinghammer (Community Partners/Sponsorship), Rebecca Piatko (Hospitality)

Formalities/Old Business

Motion to Approve August 14th Meeting Minutes

Motion: Renee Vitulli

Second: Vanja Trivuncic

Passed Unanimously

General Business

PRINCIPAL'S REPORT (Ms. O'Connell)

- Back to School Dance – Friday August 23rd – was a success, no negative feedback
- **Has meeting with Melissa tomorrow with various questions to ask about upcoming events, membership drive, fundraising, sponsorship, hospitality**
- Made it clear that if PTO members do not follow the established communication request to have the PTO President be the sole point of contact with Principal, then Ms. O'Connell will consider dismantling the PTO and functioning without one

- Requesting organization for Lost-and-Found in front office – 2 rolling hanger racks and 2 storage bin cubbies for water bottles, etc

PRESIDENT'S REPORT (Melissa)

- Distributed Executive Committee folders to all members present with clear “to-do lists” and responsibilities pertaining to each position; included TCA PTO Mission statement, Executive Committee Contact List; Executive Committee and Chairperson Positions, Executive Committee Roles/Responsibilities, TCA PTO Reimbursement form, TCA PTO Calendar, SJCSD Master Calendar, TCA PTO Budget, Event Checklist/Contact Sheet
- **Will be meeting with nurse to address the request for various clothing and storage bin for nurse’s clinic – putting flyer out for TCA community, then Shearwater community if minimal responses**
- Debrief on Back-to-School Dance
 - o All Executive Committee members need to have check-in app to speed check-in process, eliminate need for wrist bands/tickets – future event ticket price will cover food/drink for student as all-inclusive price, no tiered entry prices; minimum of 2 people per door scanning tickets; agreed to order more food to accommodate as opposed to running out, but within reason – overordered pizza by about 10 pizzas and ended up giving it away
- Upcoming Events
 - o Grandparents Day (Chris/Becky) – September 8th 9AM-11AM- TCA Cafeteria for food, photo backdrop with volunteers going around and taking polaroids of students/grandparents; games in Gym with craft being picture frame from the children; \$1000 budget; assistance from Tassie, Renee and few other Executive Committee members; Menu – mostly from leftover Staff Welcome breakfast (bagels, danish, eggs, sausages, pancake, coffee)
 - o Fall Festival (Brittany Kedziora) – October 25th, time TBD – TCA Courtyard/PE Courts; assistance from Rebecca, Renee and few other Executive Committee members
- Discussed involvement of PTO with school sports teams and assisting them with promotion of games/fundraising – Gui will be speaking with different TCA sports teams and they will be coming to next General PTO meeting
- Discussed potentially deactivating GroupMe as the chatter is not effective for fulfilling TCA PTO responsibilities; not 24/7 chat, agreed as majority that will only be used for appointment confirmation, poll if need to make decision and to speak directly with committee chairperson/specific position; the Executive Committee positions are VOLUNTEER – not meant to be 24/7 availability; if questions

cannot be held until the next meeting, then can discuss urgent matter related to the event

TREASURER'S REPORT (Heather)

- Bank Reconciliation of 7/1-8/15 – Opening Balance \$0 and Closing Balance \$10,351.21
- Current Checking Acct Balance 8/28/24: \$20,879.33 □ up from \$11,806.09 (8/14/2024)
- Square Balance 8/28/24: \$0
- **Back To School Dance:**
 - o Budget Income: \$9000
 - o Actual Income: \$10812.69
 - o Budget Expenses: \$5400
 - o Actual Expenses: \$4232.43
 - o Budget Net: \$3600
 - o Actual Net: \$6580.26
 - o Current Variance: \$2980.26
- Reviewed Spending and Reimbursement Process:
 - o All spending for events can be done 1 of 3 ways:
 - Amazon Cart – Place in Cart, Treasurer reviews Cart Purchase to ensure it adheres to budget and if so, places order
 - Reimbursement – Chairperson pays on own, fills out Reimbursement form with Original Receipts, bring to next meeting, and as long as it stayed within Budget, will be approved with checks written on site and double signed off by President and Treasurer
 - Reach out to Treasurer to purchase something with the card online on Chairperson's behalf or send Treasurer an invoice to pay.
- Sunbiz Amendment was mailed August 16th so TCA PTO officially approved as of 8/28/2024; bank appt will be schedule to update bank accounts, access and signatories
- Lost-N-Found request from principal and nurse's clothing request to be met by "Capital Improvement" fund, that had \$0 assigned to it per budget
 - o Motion made to move profit from Back to School Dance to Capital Improvement (\$2980.26)

- Motion – Heather Loffredo
- Second – Vanja Trivuncic
- Passed Unanimously

FUNDRAISING REPORT (Becky)

- Spirit Wear - Action Imprints promising to be up and running by next week
- Livin' Up pre-sales have massed 60 t-shirts
- According to Spirit Wear budget, only \$400 remains to preorder samples, or Croc Charms, etc.
- Merchandise will be available for sale at Grandparents Day Breakfast

MEMBERSHIP REPORT (Michael)

- Accurate numbers – 146 signed up, 20 unpaid members
- Discussed tiered membership like PIA for next year with incentives like key chains, t-shirts, bags, yearbooks
- **Melissa to ask Ms. O'Connell if a class party can be held for the first homeroom in each grade level to have 100% paid PTO membership**

SPONSORSHIP REPORT

- Motion made to remove Sandra as Sponsorship Chairperson and replace with Tassie Parasiris with assistance from Luisa Cioffi for the following reasons:
 - o Sandra has not paid her membership dues and is therefore not a member in good standing and cannot hold a TCA PTO position
 - o Sandra has only attended one TCA PTO meeting/event out of the nine we've held since the TCA PTO was established (greater than three consecutive missed meetings without good cause declares a vacancy in position per bylaws)
 - o There has been next to no communication with TCA PTO Executive Committee or current leadership for updates on sponsorship
 - Motion – Melissa Homan
 - Second – Gui Versiani
 - Passed unanimously
- Tassie agreed to follow-up on sponsorships and ensure they have received the publicity promised, and appropriately thank those who have already donated
 - o Kustom Pro Build – Gold Level
 - o Ossi Orthodontics – Gold Level
 - o Danielle Wright – Silver Level – banner up on fence already
 - o GP Cleaning – Bronze Level
 - o Paramount FL Group – Bronze Level – banner up on fence already
- **Heather to reach out to Tassie to update with accurate donation/sponsorship amounts received**

- Unsure if GoogleDocs is up to date with latest sponsorship efforts

COMMUNICATIONS (Krista)

- Email - Krista agreed to correct website as overlapping text, not mobile friendly; will ensure up to date information on website; agreed to be responsible for answering emails, and triaging information to appropriate PTO Executive Committee members within 24hrs and will clean Inbox weekly; all other Executive Committee members with access to INBOX will leave messages UNREAD so as not to confuse situation and leave unanswered emails
- Website - Will use Pine Island Academy as guide for website
- Social Media – Gui to create more posts/flyers that are “still” as too much animation

VENDOR COORDINATOR (Anwar)

- Familiarized with his position to work with vendors in completing paperwork for events 30 days prior to event date

UPCOMING TCA PTO EVENTS

- **September 8th Grandparents Day Breakfast** (9A-11A, TCA Cafeteria)
- **September 10th PTO Kick-Off Meeting** (6P-7P, TCA Cafeteria) – in person

Approved chairpersons at time minutes were published:

- o Back to School Dance – Ursula Krebs
- o Grandparents Day – Chris Farlow
- o Fall Festival – Melissa Homan
- o Holiday Gift Shop – Brittany Martinez and Heather Loffredo
- o Light the Night/Holiday Celebration – Neha Tiwari
- o Book Fair – Padma Krisma
- o Someone Special Dance – Laurie Adcock and Marena Fries
- o Spring GALA – Thais Serikaku and Heather Loffredo
- o 5th Grade Celebration – Florina Tong
- o Teen Nights – Beth Markham
- o Sunshine Committee Luncheon – Debbie Khan
- o Homeroom Parent Coordinator – Amber Smulcheski
- o Spirit Wear Coordinator – Becky Spielmaker
- o Celebration Rock Coordinator – Sara Drake
- o Teacher Representative – Ms. Ament and Ms. Latta (Elementary PE Coaches, but prior experience as Instructional Staff at TCE)

Items to be Completed

- See BOLDED items in each section

Formalities

Motion to Adjourn August 28th 2024 PTO Executive Committee Meeting

Motion: Renee Vitulli

Second: Vanja Trivuncic

Passed Unanimously

Meeting Adjourned 9:10PM

President

Date

Secretary

Date